

LYNCHBURG CITY COUNCIL
Agenda Item Summary

MEETING DATE: July 12, 2005, Work Session		AGENDA ITEM NO.: 1
CONSENT:	REGULAR: X	CLOSED SESSION: (Confidential)
ACTION: X	INFORMATION:	
<u>ITEM TITLE:</u> Annual Report on the Activities of the Planning Commission for the Fiscal Year Ending June 30, 2005, including the implementation of the City of Lynchburg: <i>Comprehensive Plan 2002-2020</i>.		

RECOMMENDATION: Acceptance of the Annual Report

SUMMARY: This annual report is intended to brief the City Council on the status of implementing the City's Comprehensive Plan. This annual report is also intended to supplement the Comprehensive Plan by providing further input from the Planning Commission as City Departments determine Capital Improvement Requests.

PRIOR ACTION(S):

May 12, 2005:	Citizens Monitoring Committee review of the Annual Report.
June 22, 2005:	Planning Commission recommended forwarding the Annual Report to the City Council for review.

FISCAL IMPACT: N/A

CONTACT(S):

Wayne Dahlgren/ 384-0808
Rachel Flynn/ 455-3902
Tom Martin/ 455-3909

ATTACHMENT(S):

- Annual Report

REVIEWED BY: lkp

**Annual Report on the Activities of the Planning Commission
Including Implementation of the
City of Lynchburg: Comprehensive Plan 2002 – 2020
For the Fiscal Year Ending June 30, 2005**

Approved by the Lynchburg Planning Commission on:

Wayne Dahlgren, Chair

Laura Hamilton, Vice Chair

Jane Bacon

Richard Barnes

Robert Flint

Ray Pulliam

Richard Worthington

Report Summary

This is the third “annual” report submitted outlining the implementation of the *Comprehensive Plan 2002-2020*. The report is being submitted at the end of the City’s fiscal year, 30 June 2005 and covers the fiscal year 2004/2005.

In addition to a review of the Planning Commissioners’ activities, we have included a report on the implementation of the *Comprehensive Plan 2002-2020*. In agreement with the City Manager and the Deputy City Manager, we have indicated items and programs approved as part of the *Comprehensive Plan* that may be considered for the FY 2007 CIP and FY 2008 CIP by various departments.

The Planning Commission considered and forwarded to the City Council 39 petitions from July 1, 2004 through June 30, 2005.

Petitions considered and forwarded to the City Council:

- Conditional Use Permits - 17
- Rezoning - 9
- Zoning Ordinance Amendments - 4
- Future Land Use Map Amendments – 2
- Historic District Designation – 1
- Street Naming / Dedication - 9

Highlighted petitions:

- July, 28, 2004 – Creation of Flexible Use Space Development Ordinance
- July 28, 2004 – Walgreens, Future Land Use Map Amendment & Rezoning, 2100 Block of Langhorne Road
- October 13, 2004 – Compson Development Rezoning, Wards & Wards Ferry Roads

- November 19, 2004 – Family Day Home / Child Care Zoning Ordinance Amendments
- December 22, 2004 - Millside Development, Cluster Commercial Development, Graves Mill Road
- April 13, 2005 – Historic District Designation, Spencer-Johnson Historic District
- April 27, 2005 – Buildings Across City/County Boundary Lines Zoning Ordinance Amendment

Miscellaneous:

- One new member appointed to the Planning Commission: Richard Barnes
- Adopted procedures for the Citizens Monitoring Committee (CMC)
- Filled all vacancies of the CMC by appointing four (5) new members: Mark Borel, Gary Case, Bill Varner, Jim Gloudemans & Ralph Wilson, Jr.

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I. Introduction

History & Adoption of the Comprehensive Plan

The *City of Lynchburg Comprehensive Plan 2002 – 2020* was adopted by the City Council on September 10, 2002. The final chapter of the plan outlined a five year implementation program made up of those tasks that the City needs to implement first in order to reach the vision of the City in the year 2020. This Annual Report, one of the items in that program, gives a status report on the third year of the implementation program.

Goals, Objectives & Strategies in the Plan

Each chapter in the Comprehensive Plan, beginning with Chapter 5, Citywide Land Use and Development, concludes with a series of Goals, Objectives & Strategies. In addition to Citywide Land Use, these goals address:

- Design, Character & Quality
- Economic Development & Redevelopment
- Downtown & Riverfront Master Plan 2000
- Commercial & Employment Areas
- Neighborhoods & Housing
- History, Culture, Education & the Arts
- Natural Systems
- Parks & Recreation
- Transportation
- Public Utilities
- Public Facilities

The goals outline broad policies for future action to protect, improve and enhance various aspects of the City's character and its quality of life. The objectives are more detailed and focused targets. The strategies are specific actions that need to be taken or policies that need to be followed to fulfill the vision presented in the plan. There are three basic types of strategy. The first are the sixteen (16) strategies, one from each element of the plan, that have been selected for inclusion in the five (5) year implementation program. The second type of strategy directs that a certain action be taken, but is not included in the five (5) year program. These strategies will be undertaken if unexpected opportunities, such as grant funding or volunteer efforts arise. The third type of strategy is intended to give overall policy guidance and therefore does not address a specific project.

The Implementation Matrix

Chapter 17 includes an implementation matrix, with the direction that it be revised and completed following adoption of the plan. The matrix was revised and presented to the Planning Commission in January 2003. This Annual Report is based on that revised matrix. Information in this report is on a fiscal year basis, July 1 – June 30.

II. Status of Implementation Matrix Tasks: FY 2005 & FY 2006

Strategy from Implementation Matrix	Completed in FY 2005 July 1, 2004 – June 30, 2005	FY 2006 July 1, 2005 – June 30, 2006
<p>Prepare for Plan Implementation</p> <ul style="list-style-type: none"> ▪ Planning Commission participation ▪ Citizen Monitoring Committee (CMC) participation. ▪ Website for public awareness ▪ CMC will review priorities annually ▪ Annual Report to the City Council ▪ Review Comprehensive Plan in 2007 	<ul style="list-style-type: none"> ▪ The Commission continues to be involved in plan implementation. ▪ CMC meets regularly. Operating procedures adopted by Planning Commission and overview of Comprehensive Plan and its status presented to the CMC by City Staff. ▪ Website continues to be maintained. ▪ CMC reviewed annual report on April 12, 2005. ▪ Planning Commission approved annual report June 22, 2005. Forwarded to City Council for review in July 2005. ▪ Planning Division continues to maintain a list of potential changes. 	<ul style="list-style-type: none"> ▪ Continued participation expected. ▪ Committee expected to meet at least twice. Planning Commission will review members for reappointment. ▪ Preparations for review of Comprehensive Plan.
<p>1. Prepare the Tyreanna/Pleasant Valley Neighborhood Plan</p>	<ul style="list-style-type: none"> ▪ Adopted in July 2003. Old U.S. Route 460 renamed to Pleasant Valley Boulevard, September 2004. 	<p>Continue to work with land owners and developers to implement plan. Focus on “Access Management” along U.S. Route 460.</p>
<p>2. Implement the Downtown & Riverfront Master Plan 2000</p>	<ul style="list-style-type: none"> ▪ The Ninth Street Corridor completed. ▪ Phase I of the Riverfront Park is completed. ▪ Old Court House Museum Restoration completed. ▪ Phase I of the wayfinding signage system installation is completed. ▪ The City sold the train depot and renovation is complete. ▪ The Riverviews Art Space is completed and fully occupied. ▪ Construction begins on Lynch’s Lofts (67 units & 	<ul style="list-style-type: none"> ▪ Begin design for Riverwalk. ▪ Complete Phase 2 of wayfinding signage system. ▪ Begin construction of Depot Plaza improvements. ▪ Construction continues

	<p>ground floor retail)</p> <ul style="list-style-type: none"> ▪ Bluff Walk Hotel construction is underway. ▪ Phase I restoration of the Academy of Fine Arts completed. ▪ Construction is completed on Federal Courthouse. ▪ Skateboard Park construction to begin. ▪ The City sold the former Pride of VA building at 1000 & 1016 Jefferson Street and renovation is underway. 	<ul style="list-style-type: none"> ▪ Construction continues. ▪ Phase II construction begins. ▪ Community Market to be redesigned. ▪ Parking deck(s) to be considered.
3. Revise the Zoning & Subdivision Ordinances	<ul style="list-style-type: none"> ▪ Care Centers & Family Day Home Revisions adopted December 14, 2004. ▪ City / County Boundary Line amendment forwarded to City Council June, 2005. ▪ Landscaping Ordinance Revisions scheduled to begin summer 2005. 	<ul style="list-style-type: none"> ▪ Traditional Residential Overlay Ordinance to be presented and drafted for adoption. ▪ “Form Based Codes” to be presented and adopted for 5th Street Corridor & Midtown Area.

Strategy from Implementation Matrix	Completed in FY 2005	FY 2006
4. Prepare Citywide Design Standards.	<p>Will be prepared as part of Zoning & Subdivision Ordinance revisions as allowed by the Code of Virginia. Design guidelines are incorporated into the Tyreeanna/Pleasant Valley Plan and will be included in the Fifth Street Corridor and Midtown Area Plans.</p>	
5. Prepared Comprehensive Citywide Economic Development / Redevelopment Strategic Plan	<ul style="list-style-type: none"> ▪ Industrial Development Authority Retreat held spring 2005. ▪ Draft Strategic Plan to be completed fall 2005 and presented to Ward focus groups. ▪ Industrial Park Tennant Associations (IPTA) created for Lynchpin and Lynchburg 	<ul style="list-style-type: none"> ▪ Continue implementation of Strategic Plan.

	<ul style="list-style-type: none"> Center for Industry. ▪ IPTA's to be created for all private and public parks. 	
6. Commercial Areas: Revitalization of Fifth Street	<ul style="list-style-type: none"> ▪ Community Development Corporation (CDC) continues to meet monthly. ▪ Design Concept Plan presented to Planning Commission & City Council at May 2005 Work sessions. ▪ VDOT funded Traffic Study to be completed summer 2005. ▪ \$75,000 CDBG funding approved for final design drawings and façade improvement program. ▪ Plan completed fall 2005. ▪ Begin façade improvement program. 	<ul style="list-style-type: none"> ▪ Continue implementation.
7. Commercial Areas: Revitalization of Midtown Area	<ul style="list-style-type: none"> ▪ Planning Charrette and Design Workshops held April 2005. ▪ Results to be presented to Planning Commission & City Council July 2005. ▪ Plan to be adopted by Planning Commission & City Council summer 2005. 	<ul style="list-style-type: none"> ▪ Continue implementation.
8. Conduct Crosstown Connector Corridor Study	<ul style="list-style-type: none"> ▪ Road location and design considered as part of Midtown Area Plan 	
9. Establish short and long term priorities through a Transportation Master Plan (TMP)	<ul style="list-style-type: none"> ▪ \$200,000 Regional grant request received by Region 2000 from VDOT for study of the relationship between transportation and land use. 	<ul style="list-style-type: none"> ▪ Local TMP tentatively scheduled to begin 2006 depending on funding / staff time.
10. Manage Natural Systems / Maintain comprehensive approach to stormwater management	<ul style="list-style-type: none"> ▪ Regional consistency in Erosion & Sediment Control inspections developed in spring 2005. ▪ Phase II Committee to present recommendations to Planning Commission & City Council on ways to meet Department of Environmental Quality regulations in Fall 2005. ▪ Flood Plain study is undergoing review by Federal Emergency Management Agency (FEMA). ▪ New FEMA maps to be published fall 2005. 	<ul style="list-style-type: none"> ▪ Stormwater & Erosion & Sediment Control Ordinance Revisions to start spring 2006. ▪ Planning Commission will consider forming an environmental review committee to prepare an environmental checklist.
11. Establish a Neighborhood Task Force	Health Neighborhoods Initiative group meets quarterly and as needed. Group conducts walk-through as needed.	

<p>12. Preserve City-owned historic buildings and sites</p> <ul style="list-style-type: none"> ▪ Dependency at 405 Cabell Street ▪ Thornhill Wagonworks ▪ Renovation of Historic District streets ▪ Old Court House Museum ▪ Monument Terrace 	<ul style="list-style-type: none"> ▪ Exterior stabilization to be completed summer 2005. ▪ Parks & Recreation / City Manager's Office working with VDEQ to enter into a Voluntary Remediation Program. ▪ Street improvements in Daniel's Hill underway. ▪ Restoration complete ▪ Restoration complete ▪ Old City Reservoir (Clay Street) ▪ Renovation of train and packetboat at Riverside Park underway. 	<ul style="list-style-type: none"> ▪ To be used as Human Services meeting facilities. ▪ Building under consideration for preservation if use can be found and funding source identified. ▪ Historic Reservoir site identified as a park site in the Fifth Street Corridor Concept Plan.
<p>13. Plan and implement a greenway program</p>	<ul style="list-style-type: none"> ▪ Regional Advisory Committee Formed ▪ Point Of Honor Trail Bridge completed. ▪ Bill Foot Recreation Area completed. ▪ Phase I Ivy Creek Greenway completed. ▪ Additional property purchased adjacent to Ed Page entrance. ▪ Design and construction of Ivy Creek Nature Center underway. 	<ul style="list-style-type: none"> ▪ Kemper Street trail designed from Ed Page entrance to Linhourne Middle School. ▪ New bridge construction upstream of Thomson Drive
<p>14. Provide Adequate public facilities to support the City's long-range planning goals</p>	<p>This is a general, ongoing strategy. Planning activities related to the City's infrastructure include:</p> <ul style="list-style-type: none"> ▪ Fire & EMS Department 2015 Plan to be presented to City Council in summer 2005. ▪ Phase I of Regional Solid Waste Financial Analysis / Study completed spring 2005. ▪ Post closure uses of existing landfill as identified in Tyreeanna / Pleasant Valley Neighborhood Plan to be studied in greater detail in 2006. ▪ Considering regional approach to recycling to create greater market possibilities. 	
<p>15. Support efforts to improve the quality of Lynchburg City Schools</p>	<p>Efforts now underway include:</p> <p>Continued renovation to E.C. Glass High School.</p> <p>Construction of new athletic fields at Heritage High School.</p> <p>Partnerships being formed between Schools, Economic Development and local businesses.</p>	

II. Other Comprehensive Plan Strategies: Underway or Completed

The following chart lists the strategies that various City departments or other groups are working on. In addition to these strategies, there has been a continued interest expressed in the goals, objectives, and strategies included in the Comprehensive Plan.

Comp Plan Page #	Plan Element: Goal / Objective / Strategy	Department / Group & Activity
5.13	<p>Element: Citywide Land Use & Development Goal 2. Improve capacity to assess the impact of development.</p> <p>Objective 2.B. Integrated Data Systems Continue efforts to integrate local and regional data systems to provide for analysis.</p>	<p>TrakIt system has been implemented by Community Planning & Development, Public Works, Assessors Office and the Fire Marshal's Office. Inspections Division considering the use of "wireless" technology for accessing TrakIt system in the field.</p> <p>The City's Geographic Information System continues to be enhanced. Geo referenced Flood Plain data to be available in the Fall of 2005. Training in G.I.S. is made available to City staff on a yearly basis.</p> <p>Community Planning & Development, Assessor's Office, Information Technology, Public Works, G.I.S.</p>
6.23	<p>Element: Design, Character & Quality Goal 1. Ensure that development and redevelopment reinforce the City's unique character and sense of place.</p> <p>Objective 1.H. Property Maintenance 5) Develop a citywide Rental Housing Program to address all rental properties that do not meet building code standards.</p>	<p>Revision of the City's Sign Ordinance was the City's first attempt to address design, character and quality. Additional revisions to the Zoning & Subdivision Ordinance are needed to further this goal.</p> <p>Rental Housing Program adopted by City Council in February 2005. Registration forms (975) have been mailed to rental unit owners in the Rental Inspection District. Inspections of rental units are ongoing.</p>
10.14	<p>Element: Neighborhoods / Housing Goal 2. Promote the construction of new housing and rehabilitation of existing housing to</p>	<p>The Lynchburg Neighborhood Development Foundation (LNDF) continues to renovate older single-family</p>

	<p>satisfy the demands of an increasingly diverse local and regional housing market.</p> <p>Objective 2.D. Rental Housing</p> <p>1) Establish public private partnerships to improve the quality of rental housing serving low and moderate income residents.</p> <p>Objective 2.E. Homeownership Opportunities</p>	<p>homes into well designed apartments in older neighborhoods. LNDF continues to administer the Section 8 Rental Assistance program and add new landlords to the program.</p> <p>LNDF has a mortgage finance program directed toward purchases of and renovation of Single-Family Homes in the City's inner City neighborhoods. The Lynchburg Redevelopment and Housing Authority has drafted an Action Plan for the Tinbridge Hill Neighborhood and continues to purchase homes through the spot blight program. These homes are then sold or donated to agencies or individuals for rehabilitation. Habitat for Humanity continues to build new homes in the City.</p> <p>Rebuilding Together with Christmas in April continues to renovate 9 – 11 homes per year. Continues to sponsor "Group Work Summer Camps" for 400 Middle & High School Students.</p>
13.4-5	<p>Element: Parks & Recreation</p> <p>Goal 1. Provide a wide range of individual and family oriented outdoor recreation opportunities, while preserving the natural, cultural, and historic qualities of park lands and maintaining high quality facilities.</p> <p>Objective 1.D. New Park & Recreation Facilities</p>	<ul style="list-style-type: none"> ▪ New Playground equipment installed at Miller Park, Daniel's Hill Neighborhood Center, Peaks View Park, College Hill Neighborhood Center and Westover Park. Templeton Senior Community Center opened. ▪ Additional skyboxes installed at City Stadium. ▪ Phase I of Lynchburg United Soccer Complex completed. ▪ Athletic field lights replacement / renovation at Miller Park completed. ▪ Renovation of College Hill & Diamond Hill Neighborhood Centers completed. Playground equipment to be installed at Jefferson Park. ▪ Renovation of E.C. Glass Tennis Court lighting underway. Reconstruction of tennis courts at Jefferson Park underway. ▪ Master Planning of Miller, College, Younger and Perrymont Parks underway.
15.8	<p>Element: Public Utilities</p> <p>Goal 1. Provide the citizens of Lynchburg with dependable, modern, high quality water and sanitary sewer service with sufficient system capacity to meet the City's long-term requirements.</p> <p>Objective 1.F. Sewer Service Extension</p>	<ul style="list-style-type: none"> ▪ Consultant hired to evaluate the wastewater treatment plant as required by VPDES permit. ▪ Review of asset management and extension policies to begin summer 2005.

	1) Develop a plan for needed extensions of sanitary sewer to unsewered areas within the City.	
15.9	Element: Public Utilities Goal 2. Maintain the priority of and commitment to execution of the City's CSO elimination program with a goal of program completion by 2020. Objective 2.A. Commitment Strategies 1), 2) and 3)	<ul style="list-style-type: none"> ▪ All strategies being addressed and CSO work continues.
15.9	Element: Public Utilities Goal 4. Maintain the focus on the City's long-term solid waste management needs, including the regionalization of solid waste management services. Objective 4.A. Surplus Capacity. 1) Actively monitor the need for solid waste facility expansion and proceed with design and implementation at the appropriate time.	<ul style="list-style-type: none"> ▪ The Waste Management Division has completed engineering analysis for a future land fill site on Concord Turnpike. If a regional approach to solid waste disposal is adopted the City will not need to open this land fill.
15.10	Element: Public Utilities Goal 4. Maintain the focus on the City's long-term solid waste management needs, including the regionalization of solid waste management services. Objective 4.B Regionalization. 2) Participate in the development of a long-term regional solid waste management plan.	<ul style="list-style-type: none"> ▪ Phase I of regional financial analysis / study including the Counties of Campbell, Amherst, and Nelson and the Cities of Lynchburg and Bedford completed. Recommends consolidating facilities & personnel. ▪ Study completed analyzing alternative solid waste technology. Study concludes that available options are not viable at this time. ▪ Consideration being given to a regional approach to recycling.
15.10	Element: Public Utilities Goal 4. Maintain the focus on the City's long-term solid waste management needs, including the regionalization of solid waste management services. Objective 4.D. Landfilling Sludge and Vegetative Waste. Continue to evaluate alternatives to the Landfilling of sludge and vegetative waste.	<ul style="list-style-type: none"> ▪ Alternative sludge disposal methods are currently being evaluated by the Utilities Division.

Comprehensive Plan Activities to be Included in the Fiscal Year 2007 CIP

It is the City's intent that all entries in the Capital Improvement Program be based on the City's Comprehensive Plan. This Annual Report is the place where items and programs proposed for inclusion in the next fiscal year's CIP be identified. The following items/programs have been identified for consideration for the FY 2007 CIP.

- Work on Crosstown Connector as identified by the Midtown Area Plan.
- Projects to begin implementation of the Fifth Street Corridor Plan.
- Projects included in the City's Greenway Program.
- Downtown and Riverfront Master Plan projects.
- Implementation of the Sewer Master Plan.

- Planning / Engineering Work in support of selection of the post closure use(s) of the City's current landfill.
- Further study and analysis of alternative methods for solid waste disposal.

The following items and programs are proposed for inclusion in the FY 2008 CIP or thereafter:

- Continued implementation of Midtown Area Plan.
- Continued implementation of City's Greenway Program.
- Continued implementation of Downtown and Riverfront Master Plan projects.
- Continued implementation of Fifth Street Corridor Plan projects.
- Continued implementation of Sewer Master Plan.

MINUTES FROM THE JUNE 22, 2005 PLANNING COMMISSION MEETING
These minutes have been reviewed but not approved by the Planning Commission.

Consideration of forwarding the Annual Report on the Activities of the Planning Commission including Implementation of the *City of Lynchburg: Comprehensive Plan 2002 – 2020* for the Fiscal Year Ending June 30, 2005 to the City Council.

Mr. Martin reviewed the Annual Report for the Fiscal Year Ending June 30, 2005. He said this was the third Annual Report on the Implementation of the Comprehensive Plan 2002-2020. He said the report had been reviewed by the Citizens Monitoring Committee on May 12, 2005. He added that they recommended a few revisions which had been incorporated into the current document and had also recommend the report to the Planning Commission for their approval. Mr. Martin continued by saying that if the Annual Report was recommended by the Planning Commission at this meeting, then it will go before City Council at their first work session in July, which would be July 12, 2005.

The Commissioners reviewed the Annual Report and made suggestions which would be incorporated into the Report.

After review, Commissioner Flint made the following motion, which was seconded by Commissioner Hamilton and passed by the following vote:

“That the Planning Commission recommends approval of the Annual Report on the Activities of the Planning Commission including Implementation of the *City of Lynchburg: Comprehensive Plan 2002 – 2020* for the Fiscal Year Ending June 30, 2005.”

AYES:	Bacon, Dahlgren, Flint, Hamilton	4
NOES:		0
ABSTENTIONS:		0
ABSENT:	Barnes, Pulliam, Worthington	3